

Memorandum



TO: Distribution List

FROM: Bryan Tippie, Budget Director

DATE: March 26, 2004

Re: Minutes of the March 18, 2004 Finance Committee Meeting

Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on March 18, 2004, at 4:00 p.m. in the 4th Floor Conference Room of the County Courthouse Building. This document reflects the official minutes of that meeting.

County Treasurer's Report: Beth Ledgerton presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: Paul McCulla, County Attorney, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2004

1. Piedmont Dispute Resolution Center - \$12,866

\$12,866 in a Federal grant was approved to be appropriated for the Piedmont Dispute Resolution Center as a pass through in the Juvenile Probation budget.

2. Budget Office for Joint Communications - \$59,237

\$59,237 in appropriation for the Radio Manager's salary and benefits was approved for movement from Warrenton-Fauquier Joint Communications Center into the General Fund to cover expenditures.

Transfers:

School Division - \$825,896

\$22,513 from the 320 Hospital Hill budget for the custodian position and benefits was approved for transfer to the General Services Operations budget.

Regular Agenda

Supplemental Appropriations:

FY 2004

1. **School Division - \$265,746**
\$265,746 from insurance reimbursement was approved for appropriation to Cedar Lee storm related repairs, \$188,643; Liberty High School Fuel Island Canopy, \$68,817; and asbestos abatement, \$8,286. \$24,991 of the \$265,746 was received in FY 2003 and will be taken from the Fund Balance.
2. **Community Development - \$4,963**
\$4,963 from increase in Community Development Building Permits fee revenue was approved for appropriation for a Permanent Part Time Senior Planner (25 hours).
3. **Fire and Rescue Volunteer Association - \$51,601**
\$51,601 from Fire and Rescue Volunteer Capital funds was approved for appropriation to the Capital Fund for the following Fire Stations: Remington HVAC, \$15,000; Remington Driveway, \$26,800; and Goldvein Renovation, \$29,801.
4. **County Administration – \$200,000**
\$200,000 from Fund Balance was approved for appropriation to the Capital Fund for renovation of 62 and 70 Culpeper Street buildings.
5. **Fire and Emergency Services - \$2,400**
\$2,400 from a State mini-grant was approved for appropriation for the purchase of a computer and LCD projector for training purposes.
6. **Economic Opportunity, Flying Circus - \$25,000**
\$25,000 from the Capital Fund, Economic Opportunity, for the Flying Circus was approved for appropriation for improvements to the present temporary sanitation system.

Transfers:

Registrar - \$4,489

\$4,489 from the Contingency Reserve was approved to support a 10% salary supplement for the General Registrar in FY 2004.

Comments

1. **Finance:**

Health Insurance – Janice Bourne, Finance Director, provided the monthly health insurance fund information.

From February 2003 to February 2004, there has been a 7.94% increase in expenditures. The average for the first eight (8) months in FY 2004 is \$794,363 per month.

2. County Administration:

Proposed Catlett/Calverton Sewer Project – The Acting Deputy County Administrator, Tony Hooper, presented information on the Sewer Project. This included background information on the intent of the project and possible funding resource. To date, \$2.1 million of the initially estimated \$8 million project has been appropriated. Among the information discussed was possible partnership with the Quantico Marine Base and the pursuant of grant and Federal funding. Warrenton Sewer Association (WSA) will manage the project and is seeking the release of \$1,125,000 for design and engineering.

After further discussion on the elements of the project, the Committee directed:

- a. A determination be provided on the restriction of taps to the sewer line outside service districts.
- b. A resolution be prepared on the release of the \$1.2 million fees for the Board of Supervisors consideration at its April meeting.

3. Budget Office:

Revenue - Bryan Tippie, Budget Director, stated that based on the current Revenue Meeting, projected revenues were expected to decrease \$300,000. He further indicated that revenue estimates remained at \$2.2 million over the current appropriated amount.

The next Finance Committee Meeting will be

April 15, 2004 at 4:00 p.m.